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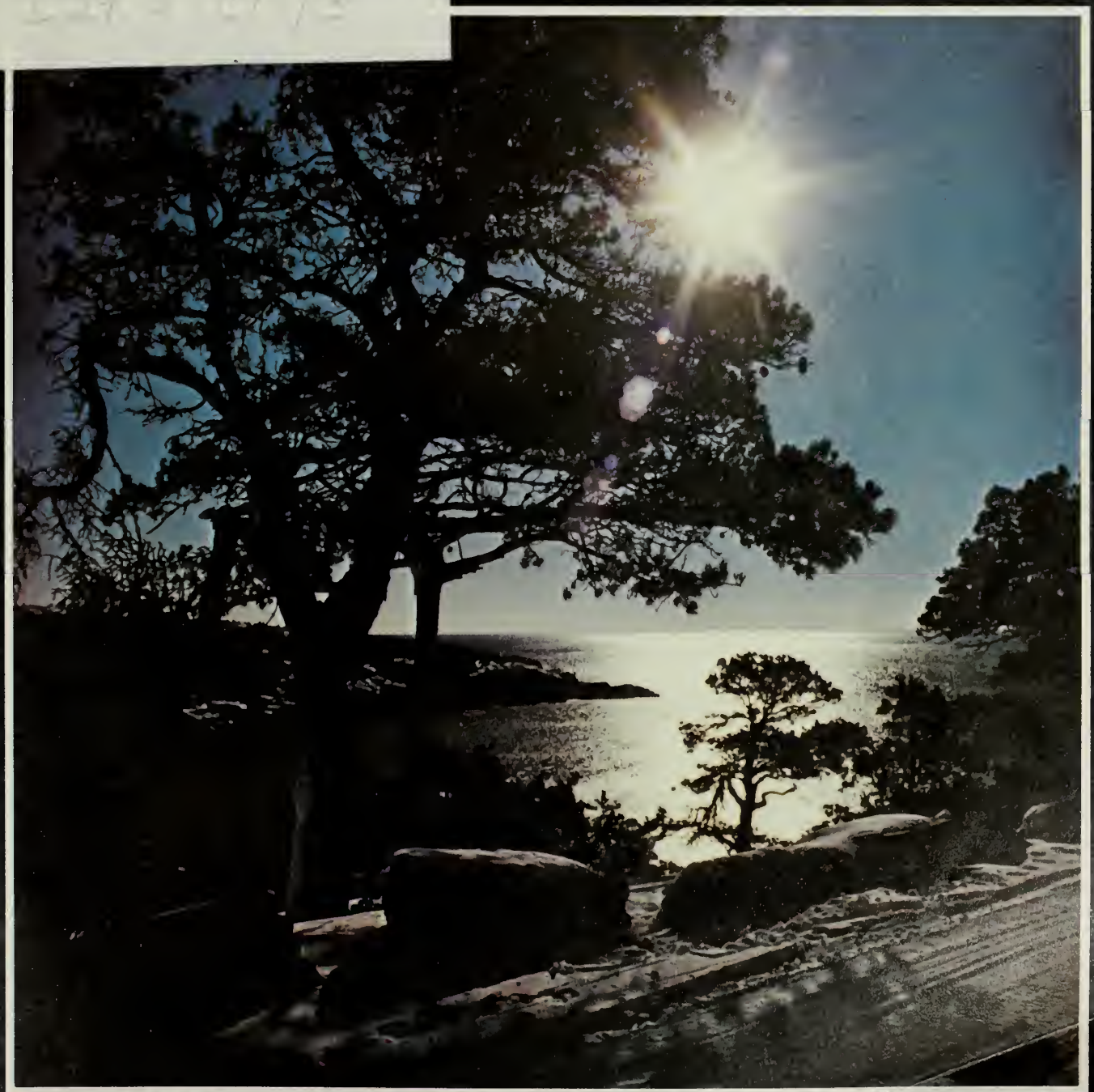
CAREER OPPORTUNITIES

IN THE NATIONAL PARK SERVICE



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WHAT WE ARE ABOUT

The National Park System is vast, and the job opportunities within it diverse.

The System, administered by the National Park Service of the Department of the Interior, includes more than 100 natural areas and more than 150 historic sites. Approximately 31 million acres of land fall within its domain, which stretches from Maine to Hawaii and from urban areas to the wide open spaces.

Millions of Americans from all walks of life visit the System each year. They are served by more than 8,000 permanent employees of the National Park Service working in parks, recreation areas, historic sites, national monuments, lakeshores, seashores, military parks and battlefield sites. Nearly 7,000 seasonal employees are hired each year, many of whom are teachers and college students.

This booklet describes the programs and tasks of the National Park Service and the types of positions available. The Service always is looking for qualified applicants in many fields of work.

WHAT WE ARE LOOKING FOR

Since the National Park Service is one of the most public of public agencies, it needs people who know how to deal with and get along with people. The service welcomes talented men and women from all over America and from different ethnic, educational, and professional backgrounds.

There is a need for people who know urban environments and for others who are well-acquainted with the out-of-doors. There is a need for high school graduates as well as for those with college degrees. No one academic discipline or technical specialty is dominant in the National Park Service.

Most importantly, the Service wants people who are seeking a challenge. It wants people who desire to grow in a job. It also wants people who will bring new ideas and fresh talent to bear upon the Service's objectives and goals of the future.

WHAT WE OFFER

In the sections which follow, some of the specific positions in the National Park Service are described.

PARK RANGER

The Park Ranger is in close contact with the natural environment and with day-to-day park operations. Rangers usually have a high degree of independence and responsibility. Their work may involve planning and conducting programs for public safety, including law enforcement and rescue work. Rangers also direct interpretive programs involving slide shows, guided tours, and dramatic presentations to help visitors become aware of the natural and historic significance of areas they visit. Rangers also may work on historic restoration projects, or be involved in financial management, supervision of other employees and other management activities.

In most cases, Rangers' work involves considerable public contact. They are frequently called upon to speak to groups of visitors and outside groups, carrying their messages beyond park boundaries. An essential part of their job is to ensure that park personnel are in contact with community needs, so that they can serve all the people in the best possible way.

Rangers must acquire numerous skills. During a career, they can expect to be transferred to different environments, and while so doing may progress to the mid-level and upper-level management positions. As might be expected, there is great competition in the National Park Service for Ranger jobs. The National Park Service stresses affirmative action recruitment programs for qualified applicants.

QUALIFICATION REQUIREMENTS GRADE 5

To qualify for Park Ranger positions at grade 5 you must meet the following requirements.

A. Be rated eligible under the Professional and Administrative Career Examination (PACE), if you are entering the Federal competitive service for the first time.

B. One of the following:

1. Have completed a full 4-year course in an accredited college or university leading to a bachelor's degree with at least 24 semester hours in one or not more than two of the following: park and recreation management, any field-oriented natural science, history, archeology, police science, sociology, business administration, the behavioral sciences, or closely related subjects applicable to park management.

2. Have completed three years of park or conservation experience which provides evidence that you have:

   a. A good understanding of systems, methods, archeology, police science, or closely related subjects applicable to park management, and administrative machinery for accomplishing work in a park or conservation area.

   b. The ability to analyze work problems effectively and apply sound judgment to their solution.

   c. The ability to communicate with others effectively.

   d. The capacity to apply these abilities and knowledge to resolving problems in park operations.

OR

3. Any equivalent combination of education and experience as defined in 1 or 2 above. In combining education with experience, an academic year of study which comprises 30 semester hours or 45 quarter hours will be considered equivalent to 9 months experience.

To qualify for grade GS-7 you must meet *one* of these additional requirements.

A. One year of experience as a Ranger or in a similar line of work. The experience must have been in performing, planning, developing, regulating, advising on, or supervising programs or a variety of activities in a park or comparable environment.

B. One year of graduate studies in, or directly related to, one of the following: park and recreation management, field oriented natural science, history, archeology, police science, sociology, business administration, or the behavioral sciences.

C. A combination of experience and graduate education.

Equivalent combinations of park management or similar experience and graduate education of the type described above are acceptable. (Thirty semester hours, or the equivalent, of part-time graduate education may be considered to be equal to one full academic year of graduate education.)

D. Meet the criteria for superior academic achievement; namely, a score of 90 on the Professional and Administrative Career Examination; a bachelor's degree and either a 2.90 grade average on a 4.0 scale in undergraduate courses, or rank in the upper third of your class, or membership in a national honorary scholastic society (other than freshman societies) recognized by the Association of College Honor Societies.

PARK AIDS & TECHNICIANS

Park Aid and Park Technician positions are both relatively new to the National Park Service. In past years, most of this work was done by Rangers and other professionals. As the number of visitors to the parks increased, aid and technician positions were created to support Park Rangers in public contact work, information service, and technical park maintenance operations.

Park Aids develop knowledge and skills in practical park operation, largely through on-the-job experience. Many aids work in information service capacities, advising visitors in such places as the Kennedy Center and the White House in Washington, D.C. They also work in many other support capacities and assist Rangers, administrative personnel, and technicians. Park Aid positions are often steppingstones to careers as Park Technicians.

QUALIFICATIONS
For Park Aids

Generally you must have at least from six months to one year of experience in a park or similar situation. You may also qualify if you have finished high school. Also, if you have completed one year of college level studies, you may qualify for grade GS-3.

NOTE: All applicants must submit their qualifications to the U.S. Civil Service Commission for review and rating. Applicants for Park Aid jobs must pass a written civil service test.

Park Technicians usually work under the direction of Park Rangers. They assist in all the day-to-day activities necessary for the smooth operation of the parks and cultural and historical sites. In urban areas they may be involved in historic preservation projects. In other areas they lead patrols, operate radio dispatch stations, and work in laboratories. Technicians often work in public information capacities, speaking to the public and working in education programs. Also, some may be involved with arts and culture programs.

QUALIFICATIONS
For Park Technicians

Generally you need at least 2 years experience in a park or similar situation or 2 years of college level studies relating to park operations.

NOTE: All applicants must submit their qualifications to the U.S. Civil Service Commission for review and rating.

Requirements vary for different positions. Park Aids

PARK POLICE

usually being at grades GS-2 or GS-3. Aids and Technicicans may advance to grade GS-7. Those seeking Technician jobs at the GS-4 level will be rated under the Technical Assistant Examination. No written test is required, but the applicant's background is reviewed thoroughly and a rating is assigned. When openings are announced, the names of eligible applicants are circulated in the cities or regions where the vacancies exist.

NOTE: These are only brief summaries of the requirements. There are a number of exceptions and alternatives. The Civil Service Commission will decide if you are aligible for them when you apply for a rating. Applicants are advised to apply through the Civil Service Commission for entry into the Federal Service at the appropriate grade level. Standard Form 171 is available at post offices and government buildings, as well as Civil Service offices. In addition to applying through the Civil Service Commission, applicants should submit a written inquiry to the personnel office or superintendent in the parks in which they would like to work. A copy of your Standard Form 171 and your Civil Service eligibility rating should be enclosed.

Addresses of Civil Service Commission Regional Offices and National Park Service Regional Offices are listed on the map on pages 10 and 11.

U.S. Park Police protect land and monuments and enforce the law on thousands of acres of Federally-owned land in Washington, D.C. Park Police also provide law enforcement at Golden Gate National Recreation Area in San Francisco and at Gateway National Recreation Area in New York and New Jersey. They may be assigned temporary duty, undercover work, or investigative work in other parks as needed.

In addition to law enforcement duties, Park Police assist visitors in parks and monuments. In Washington, D.C., they work with local police forces, the Executive Protective Service, F.B.I., U.S. Marshall's Office, and the State Department to protect government officials and visiting dignitaries. The force includes mounted police units, motorcycle units, a canine unit, and an aviation unit.

Recruits are trained at the Federal Law Enforcement Training Center and at the U.S. Park Police Specialized Training School. Applicants are required to take a written test. Copies of the announcements for Park Police positions can be obtained from the U.S. Civil Service Commission or the National Capital Region of the National Park Service in Washington, D.C.

NATIONAL PARK SERVICE REGIONAL OFFICES

North Atlantic Regional Office
National Park Service
15 State Street
Boston, MA 02109
Phone: (617) 223–3774

Mid-Atlantic Regional Office
National Park Service
143 South Third Street
Philadelphia, PA 19106
Phone: (215) 597–7070

National Capital Region
National Park Service
1100 Ohio Drive, S.W.
Washington, D.C. 20242
Phone: (202) 426–6700

Southeast Regional Office
National Park Service
1895 Phoenix Blvd.
Atlanta, GA 30349
Phone: (404) 996–2520

ARK SYSTEM

Midwest Regional Office
National Park Service
1709 Jackson Street
Omaha, NB 68102
Phone: (402) 221–3471

Rocky Mountain Regional Office
National Park Service
P.O. Box 25287
Denver, CO 80225
Phone: (303) 234–3095

Southwest Regional Office
National Park Service
Old Santa Fe Trail
P.O. Box 728
Santa Fe, NM 87501
Phone: (505) 988–6375

Western Regional Office
National Park Service
450 Golden Gate Avenue
Box 36063
San Francisco, CA 94102
Phone: (415) 556–4122

Pacific Northwest Regional Office
National Park Service
Rm. 931, 4th and Pike Bldg.
1424 Fourth Ave.
Seattle, WA 98101
Phone: (206) 442–5542

ADMINISTRATIVE CAREERS

Executive officers of the National Park Service are supported by managerial and financial administrative personnel working in varied jobs. Most administrative service positions are located in Washington, D.C., and in the Regional Offices shown on the map on pages 9 and 10. But there are a few openings for admistrative personnel in the large parks throughout the country.

PERSONNEL, BUDGET, PROCUREMENT AND PROPERTY MANAGEMENT positions at GS-5/7 levels are available in large parks, regional offices, and the National Park Service's Washington headquarters. Applicants are required to take the Professional and Administrative Career Examination (PACE). In a few instances upper-level positions are filled from outside the Federal service. The Civil Service Commission issues announcements for mid-level and senior-level positions.

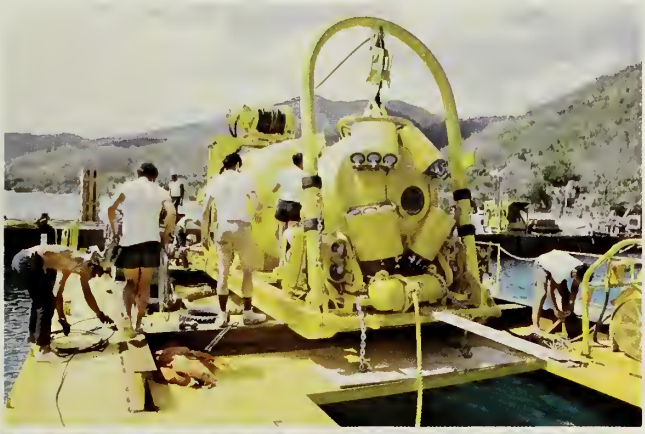
ACCOUNTANT positions are available in the Regional Offices and in the Washington Office. Entry is at GS-5/7 levels. Civil Service examinations for these jobs are given frequently throughout the year. The announcements state the qualification requirements which include a written test for applicants who do not meet the college education requirements or who do not possess a CPA certificate.

MANAGEMENT AND SYSTEMS ANALYSTS with the National Park Service improve administration by applying the latest management techniques to problems of organization, communication, data processing, work methods, and other similar functions. Most of these positions are located in Washington, D.C., and are filled either by transfer of current Federal employees or from the Professional and Administrative Career Examination (PACE).

SECRETARIAL AND CLERICAL personnel are always in demand. Well qualified and highly competent desk clerks, typists, and stenographers serve in the parks, the Regional offices, the Service and Training Centers, and the Washington headquarters. Entry-level for these positions are

grades GS-2, GS-3 and GS-4. Civil Service examinations for secretarial and clerical positions generally are given continually. Announcements and examination information may be obtained from the Civil Service Commission Regional Offices. (Refer to page 10). Interested individuals should contact nearby parks and regional offices to inquire about opportunities.

FEW OF A KIND POSITIONS



Administrative services are handled through the nine Regional Offices shown on the map on pages 10 and 11. The National Capital Region, in Washington, D.C., is responsible for the parklands and national monuments located in and near Washington, including such cultural points as the Kennedy Center and Wolf Trap Farm Park. There are two Training Centers. One is located in Harpers Ferrry, West Virginia, and the other is located in Grand Canyon National Park, Arizona.

Unique opportunities exist with the National Park Service for experienced individuals with specialized skills. While many of these assignments are filled by Rangers, each year applicants are hired with expertise in particular areas. GS-5 and GS-7 positions are filled through the PACE examination, while jobs at the GS-9 level and above are filled when applicants meet qualifications outlined in job announcements.

MUSEUM WORK—Some museum positions are available, although most collections are cared for on a part-time basis by Rangers. Professional positions may involve designing and preparing wayside exhibits, developing and caring for museum collections, and planning park museums. Much of this work is conducted at the Design Center in Harpers Ferry, West Virginia.

INFORMATION AND AUDIO-VISUAL SPECIALISTS—Writers, editors, graphics personnel, photographers, filmmakers, audio-visual specialists, and others with related skills are employed by the National Park Service. Most publication and production work is done at the Design Cener in Harpers Ferry, West Virginia, and in Washington, D.C. Writers and public information specialists also are employed elsewhere, particularly the Regional Offices. Applicants must meet requirements outlined in Civil Service Commission announcements.

REALTY SPECIALISTS—The National Park Service employs men and women with backgrounds in real estate appraisal, property management, and related areas to evaluate property acquisition and use. Realty Specialists work with analysts and administrators in Washington and in Regional Offices.

CONCESSION SPECIALISTS—The National Park Service has an increasing need for persons with expertise in hotel and restaurant management and government contract compliance to evaluate and monitor restaurant and other

concessions operated by private contractors in the National Park System.

OTHER SPECIALISTS—Expert assistance is often required from biologists and geologists who may be assigned to National Park Service Regional Offices. There are occasional openings for historians, archeologists, engineers, landscape architects, oceanographers, and pilots.

Biologists, geologists and others in scientific specialties are usually hired from the Civil Service register for Scientists and Engineers. Information about these and other specialties is available from personnel offices at the Regional Office level and at the Civil Service Commission. (Refer to pages 24 and 25)

A Service Center, located in Denver, Colorado, is responsible for planning, and the design and construction of facilities throughout the system. Staff members include engineers, architects, economists, sociologists, ecologists, and management specialists. Some of these staff positions are located in the Headquarters Office in Washington, D.C.

COOPERATIVE EDUCATION PROGRAM—This program allows students to combine academic study with practical work experience leading to careers in professional, technical, and administrative occupations. Programs are designed to fit an individual's needs, and students can alternate periods of study with paid employment in jobs related to their specialties. In this way, students can learn about their fields of interest and simultaneously the National Park Service gains a recruitment source. The National Park Service is actively seeking minority involvement in this program.

Cooperative Education Programs have been established at a number of institutions of higher learning around the country. To meet National Park Service requirements, applicants must be enrolled as full-time students and must have successfully completed at least one year (45 quarter hours of academic credit) of college or the equivalent. Students should check with Cooperative Education Program directors at their own schools to find out their requirements for a student's participation. Civil Service Commission criteria must also be met. Most of these jobs are available at the GS-2, 3, 4 and 5 grade levels.

The National Park Service is attempting to involve more colleges in the Cooperative Education Program, particularly those with large concentrations of female and minority group students. If your college is not presently participating and you are interested in establishing a program, we would like to hear from you. Personnel Offices in National Park Service Regional Offices can arrange to speak with representatives from your college about this program.

SEASONAL EMPLOYMENT

To meet the needs of visitors during peak seasons, the National Park Service augments its permanent workforce with people hired on a seasonal basis. In addition to providing assistance to permanent staff during times of intense activity, seasonal employment introduces young people to the professional opportunities offered by the National Park Service. Most seasonal employees are college students. The National Park Service is greatly interested in hiring more females and minorities for these seasonal positions.

Entry levels for seasonal employment range from GS-2 for Park Aid and clerical positions to GS-4 for Park Technicians and Rangers. The standard work week is 40 hours. Many jobs involve some work in the evenings, on weekends, and holidays.

To obtain information about seasonal employment, write to the Personnel Office or the Equal Employment Opportunity Office of the nearest National Park Service Regional Office. Some of the job opportunities are: Ranger, Park Technician, and Park Aid in both urban and natural areas to help permanent staff during the summer months. Jobs in law enforcement and public safety require that applicants be at least 21 years old. For other jobs, applicants must be at least 18 years of age and must meet the education or experience requirements of the positions. A few specialized jobs require public speaking experience or education in geology, biology, anthropology, or American History.

Applications for summer jobs must be filed between December 1 and January 15 of each year.

FEDERAL INTERN SUMMER PROGRAM— Graduate and undergraduate students with at least two years of college and superior academic records may qualify for this program. Students are employed in administrative, professional or technological occupations from GS-4 to GS-11 grades. Summer interns spend two or more hours each week in orientation and developmental activities. Candidates are selected from lists of eligible students referred by colleges and universities which are participating in the program. Interns work in accounting, environmental planning, computer science, and other positions.

BENEFITS

National Park Service employees enjoy generous benefits, including annual and sick leave, life insurance, comprehensive health benefits, and retirement plans. Detailed information on these benefits is given in the publication *Working for the U. S. A.* available at most College Placement Offices and at all Civil Service Commission offices.

The National Park Service generally attempts to fill vacancies or new positions through promotion or transfer of its career employees.

To meet career development needs of employees, staff persons are trained periodically at facilities throughout the country. Employees are sometimes given opportunities for education or training outside the Service. Training Centers at Grand Canyon National Park and at Harpers Ferry provide orientation courses for new permanent employees. These Centers also offer in-depth training courses in individual specialties.

THE EEO PROGRAM

The National Park Service is dedicated to preserving and interpreting the environment for people. Among visitors to the national parks are Americans from all backgrounds and tourists from every part of the world. Employees are needed who understand and can discuss America's heritage with visitors. Outstanding applicants of all races are desired to fill the jobs described.

Since the early 1960's the National Park Service has made progress in meeting the goal to full participation by female and minority group members at all job levels. The Equal Employment Opportunity program is a comprehensive, affirmative program that is integral to all aspects of hiring and promotional activities. The EEO office in Washington, D.C., and EEO officers in each Regional Office, advise and monitor parks and other branches of the Service to ensure that all employees and applicants receive equal and fair treatment.

The Affirmative Action Program, revised yearly, aims to achieve a balance of minority, ethnic, sex, and age-group membership on all National Park Service unit staffs. The plan is prepared from recommendations submitted to the Washington EEO Office by the Regional EEO offices.

The National Park Service is confident that extra emphasis on EEO and Affirmative Action Programs will yield benefits for the agency, its employees, and its visitors.

MORE THAN GRASS & TREES

The National Park System is much more diverse than most people realize. In Washington, D.C., New York City, San Francisco, and all around the country, Park Service employees are working in vital and human environments. They are involved with America's past as well as with its present and its future. The goal is to make America's parklands speak for and to all of us.

As you plan your future, the National Park Service invites you to consider working with us.

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